

# **CHOICE Technical Academy**

2016-2017  
Student/Parent Handbook

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*“Where serious people go to broaden their minds and learn to live the rest of their lives.”*

Congratulations on becoming a part of one of the most exciting learning opportunities available to students. We are excited to have you as part of CHOICE Technical Academy and Technical Academies of Minnesota, and are looking forward to observing you develop to your full potential. Your success at CHOICE will be in direct proportion to your effort, application, and participation. CHOICE Technical Academy was designed to meet the needs of students, both for the present and for the future. We are an ever-changing school working in an ever-changing society. The intention of CHOICE Technical Academy is to give students a strong performance-based education closely related to real-life experiences.

## **General Information**

### **School Hours**

#### **Arrival**

- Buses arrive between 7:30a.m. and 7:50 a.m.
- Advisory officially begins at **8:00 a.m.**
  - Students are considered tardy if they arrive after 8:00 a.m.

#### **Dismissal**

- School ends daily at **2:45 p.m.**
- Last buses leave CHOICE Academy by **3:15 p.m.**
- Students are allowed to stay after school only if...
  - they have secured transportation by arranging usage of the after school bus or have secured alternative transportation AND
  - they are participating in a sponsored club or program such as a sport or another after school program OR
  - are under the direct supervision of a staff member such as tutoring or participating in a club.

### **Contact Information**

School Address: 315 South Grove Avenue, Owatonna, MN 55060  
Main Office Phone: (507) 400-4009  
Attendance Phone: (507) 400-4009  
Attendance Email: [attendance@technicalacademies.org](mailto:attendance@technicalacademies.org)  
Website: [www.choiceta.org](http://www.choiceta.org)

### **Attendance**

If a student will be absent from school, the parent/guardian must call the school at 507-400-4009 or email [attendance@technicalacademies.org](mailto:attendance@technicalacademies.org). Please leave the absent student's first name, last name, a reason for the absence, and a phone number where you can be reached.

**An absence may be excused for the following reasons:**

1. illness/injury/surgery
2. medical/dental appointment (must provide a note from the doctor verifying time/date of the appointment)
3. religious activities
4. family emergencies/funerals
5. pre-planned approved family vacations
6. suspensions
7. court appearances

**Absences considered unexcused are:**

1. truancy
2. failure to receive an advisor's approval for off-site work
3. being out of the building without signing out or leaving early
4. excessive and unapproved family vacations
5. illnesses without a doctor's note
6. any other absence not included in the excused section of this policy

**Tardies**

All students are expected to be at school by 8:00 a.m., and will be considered tardy if they arrive after. Tardies for the following reasons are excused and the student will be marked present upon arrival:

1. Illness/Injury/Surgery
2. Medical/Dental Appointments
3. Religious Activities
4. Family Emergencies/Funerals
5. Court Appearances

Three (3) unexcused tardies are equivalent to one unexcused absence.

Staff will make an effort to notify parents of all unexcused absences as soon as possible. If a student should accumulate:

- **3** unexcused absences, the parents will be notified by letter
- **5** unexcused absences, a conference must be held and student will be referred to ARB (Attendance Review Board).

**The ARB** is part of Steele County's three tiered student accountability system, and is coupled with Steele county human services and the Steele County Attorney's office. The county attorney's office' staff works with parents, teachers, counselors and students to understand and improve attendance, and ultimately, academic performance.

- The school will continue to notify parents through the 7th unexcused absence. Following 7 unexcused absences, the student may be dropped from the school attendance rolls and will need to complete a full admissions packet in order to return at which time the application will be reviewed by the Academic Assistance Team for consideration as to whether the student will be able to meet the requirements of CHOICE Technical Academy.

### **Student Permission to Leave the Building**

Students may not leave school grounds during regular school hours without written parent/guardian permission. Students who leave the building during the school day must be picked up and signed out by a parent/guardian immediately.

### **OFF-Site WORK**

CHOICE Technical Academy understands that at times it is advantageous to have students work on a project outside of school. Students planning to work off site must have their parent/guardian arrange the work with their advisor **prior** to it occurring.

#### **Requirements include:**

- a signed proposal form
- project time log
- a project journal
- attendance of at least one day per week
- presenting the work completed to the advisor immediately upon returning to school.

**Students failing to meet these requirements will incur unexcused absences.**

### **SCHOOL DELAYS AND CLOSINGS**

CHOICE Technical Academy's school closings due to weather are dependent upon the Owatonna Public School District.

- Listen to Radio channels: KOWZ, KRFO
- Look at the OPS Website
- Follow the CHOICE Facebook Page

### **VISITORS/VOLUNTEERS/DELIVERIES FOR STUDENTS/OFF CAMPUS LUNCH**

We welcome visitors and volunteers at CHOICE. To ensure that student learning remains a priority we ask that the following is followed.

- All visitors must sign in at the office and wear a visitor pass, every time they arrive.
- All volunteers must sign in at the office and wear a volunteer pass every time they arrive.
- Parents/guardians are welcome to drop off items a student needs or lunch in the office. Please ensure lunch is delivered at the beginning of lunch time.
- Please do not send food deliveries to school.
- Students in 11th and 12th grade, **who are in good academic and behavioral standing**, may travel off campus for lunch with signed parental approval form. This privilege may be revoked for students not behaving off campus, or for not returning back to school on time or for any other disciplinary violation.

### **Health Services**

CHOICE does not have a school nurse on site. Medication and basic first aid are administered by school office staff. Students who need to take medication during the school day must complete a Medication Administration form and have the form signed by a doctor. All medications will be administered in the Main Office and must be brought to school by parents/guardians. Students may not carry medication at school.

If your child has a potentially life threatening health concern (i.e. allergies, diabetes, asthma or seizures), needs to be completed and signed by both a parent and physician.

If a student's health requires him/her to be sent home from school, a parent/guardian will be notified and will need to pick up the student from school. Please do not send your student to school with conditions that will prevent him/her from learning or spread conditions to other students.

State law requires certain immunizations for students in order to attend school. For information about which immunizations are required for each grade, please contact the Main Office. Parents must provide documentation that immunizations have been completed or medical/conscientious exemption of these immunizations.

### **CRISIS PLAN/EMERGENCIES**

The CHOICE Technical Academy School Board adopted a Crisis Plan, which is on file at CHOICE Technical Academy. If a crisis should occur, the advisors as soon as feasibly possible will contact parents. If students are evacuated from the building, they will meet with advisors at the Pillsbury Campus Gym and attendance will be taken. All students will be expected to stay with the group for safety and security purposes.

## **Academics**

### **POLICY OF ACADEMIC PROGRESSION**

**Students of the CHOICE Technical Academy are required to progress through the school's curriculum in the following manner:**

1. Students are expected to complete 10 (ten) project credits per year to advance to the next grade level.
2. All students must make one presentation of a project and one exhibit of a project at a Presentation Night or other public venue (with advisor approval), per grade (10 credits) in order to graduate.
3. Students will complete a weekly or daily planner to develop their time management skills.
4. Students must complete a minimum of 4 hours of work per week in the math program.
5. Students are required to complete time logs with a description of the work and time completed.
6. Project credits may be awarded based upon time, logged time, product completion, and/or quality of work completed. Any method must be approved by the project proposal team at time of proposal. All projects should be based on product completion, have defined tasks, a definite product, deadlines that are met with evidence of progress, and a rubric.
7. To get credit for any project/activity/class, it must be proposed and signed by the advisor and the project proposal team. Credit will be in jeopardy if not proposed prior to the activity/project/class.
8. Summer projects/ prior year projects must be validated by the end of September or no credit may be issued.
9. PSEO students must receive advisor approval prior to enrolling (see PSEO section for more information).

## **ACADEMIC ASSISTANCE**

CHOICE Technical Academy is a place offering limitless learning opportunities. It is the responsibility of the student to take learning seriously and to apply themselves to get their work completed. Minimum standards of achievement include a student completing 10 project credits per year. In an effort to make sure that all students make adequate progress, advisors will calculate at the beginning of each block credits earned for the year. Advisors will determine if the student is making adequate progress earning credit through projects, math, reading and writing plans. If the student is not on track for the year, he or she may be placed on an Academic Assistance Plan.

Academic Assistance Plan means that the following procedures will be set in motion until adequate progress is being made:

1. Meetings with their advisor and other staff to discuss interventions, goals, and plans for achieving those goals.
2. If a student is still not making progress, as determined by the student assistance team and advisor, the parents will be contacted to set up a meeting with the advisor and the student assistance team.
3. If adequate progress is still not being made, the student assistance team and the advisor will recommend the matter for referral for assessment to the CHOICE Technical Academy Staff. The student and parent may make a presentation to the staff. The staff may recommend the student find another educational setting.

\*If at any point in the academic assistance process the academic team and advisor determine the student is meeting adequate academic progress over a sustained period of time, the student may be taken off academic assistance.

## **PROJECT PRESENTATIONS and EXHIBITS**

CHOICE Technical Academy guides students to learn presentation skills throughout their time here. Presentation will be a part of every project a student completes. Students must present a well done and rehearsed presentation one time each year to their advisory, school, public meeting, and presentation night. While only one presentation is required we expect presentation to become a regular part of learning with students making multiple presentations and improving each year.

## GRADUATION REQUIREMENTS 2016-2017

|  | Subject  | Credits Needed |
|--|--|----------------|
| <b>Math</b>  | <ul style="list-style-type: none"> <li>● Algebra (1)</li> <li>● Geometry (1)</li> <li>● Algebra II (1)</li> <li>● Class of Choice (1)<br/>:recommended</li> </ul>              | 3              |
| <b>Language Arts</b>   | <ul style="list-style-type: none"> <li>● One credit each year</li> </ul>   | 4              |
| <b>Social Studies</b>  | <ul style="list-style-type: none"> <li>● Geography (.5)</li> <li>● Economics (.5)</li> <li>● Government (.5)</li> <li>● World History (1)</li> <li>● US History (1)</li> </ul> | 3.5            |
| <b>Science</b>   | <ul style="list-style-type: none"> <li>● Biology (1)</li> <li>● Chemistry (1)</li> <li>● Physics (1)</li> </ul>  | 3              |
| <b>Art</b>   | <ul style="list-style-type: none"> <li>● Visual</li> <li>● Music</li> </ul>  | 1              |
| <b>Independent Reading</b>   |  | 2<br>(4 Max)   |
| <b>Health/Phy Ed</b>   |  | 2              |
| <b>Electives of your choice</b><br><i>Determined by Personal Learning Plan</i> | <ul style="list-style-type: none"> <li>● Technology</li> <li>● Art</li> <li>● Shop</li> <li>● Career</li> <li>● Internships</li> <li>● Workstudy</li> </ul>                    | 21.5           |
|  | <b>Total</b>   | <b>40</b>      |

## GENERAL CREDIT GUIDELINES



Some projects have a maximum yearly credit for completed projects. These projects need to be approved and finalized by the student's proposal team.

- Driver's Education: 0.25 permit credits, 0.25 license credits
- PSEO (post-secondary): 1 CHOICE credit per 3 college semester credits
- Community Center and Outside Activities at School: up to 1.0 CHOICE credits with appropriate documentation (timelogs etc.)
- Organized Sports Participation: 0.5 CHOICE credit

## **PSEO: POST SECONDARY ENROLLMENT OPTIONS**

Students may wish to participate in the PSEO program in which a student would attend a post-secondary institution and take college credit. We recommend that students consider this option only if they are highly motivated, are self-paced, and demonstrate appropriate social skills.

**In order to participate in PSEO it is the student's responsibility to:**

- Complete 10th grade including all presentations and exhibits or qualify for a career and technical course.
- Register for the appropriate placement test/s (ACT/SAT/Accuplacer etc.) on time.

***NOTE: Registration and payment for these tests are the responsibility of the student/parent.***

***CHOICE Technical Academy will provide transcripts upon request.***

- Receive standardized test scores (ACT, SAT, PSAT, Accuplacer) that meet the admissions requirements of the post-secondary institution the student wishes to attend for PSEO.
- Meet deadlines for applications and forms required to apply for PSEO (applications to post-secondary institutions, registration for test dates etc.)
- MDE form for PSEO must be signed by an advisor.
- Sign the PSEO contract with CHOICE Technical Academy for approval of courses
- Conference with the advisor at mid-term and again upon completion of courses
  - *Students receive credit for PSEO courses based on semester credits (a 3 credit class equals 1 CHOICE Technical Academy project credit). Please save sample course work, tests or documentation of test scores to share with the PSEO Team to finalize credit.*
- Return all books and materials provided to the student to the post-secondary institution following course completion. It is the student's responsibility to turn their books in to the proper site
- Receive a "C" or higher grade in all PSEO coursework to obtain full credit and be eligible to continue participation in PSEO.
  - *A student who receives a "D" or lower in a PSEO class will be asked to reimburse the post-secondary institution for their tuition and will be evaluated by the advisor to determine if the student will be eligible for future PSEO opportunities.*

## **Community Expectations- Behavior**

## PHONE/Device USAGE

### School Phone

Phones are to be used for emergency and educational purposes only. Messages will be taken for incoming calls and students may return calls during lunch or after school. Students wishing to use the phone need to receive staff permission.

### Cell Phone/Device

Cell phones and devices are to be used to enhance the learning experience only. We feel strongly that students must learn to use all technology responsibly so allow students and staff to retain phones and devices during the day. If staff/parents determine that device use is detracting from learning or causing a disruption in our community the following guidelines will be followed on request of student congress.

- 1st instance: reminder
- 2nd time: device is taken away for the day.
- 3rd time: device is turned in or stays at home for a week/5 school days.
- 4th time: device is turned in or stays home for a month (20 school days) and parents may be notified or a conference may be necessary.
- 5th time: device privileges are lost for the year
- ★ **Staff (and parents) reserve the right to skip any of these steps in the case of serious infractions or distractions.**
- ★ **Device use may also be restricted as part of an Academic Assistance Plan**

## FOOD AND BEVERAGE

We take pride in our learning community and desire a clean and healthy facility to support learning. The following guidelines are developed to support this clean and healthy environment.

- Beverages in advisory spaces are limited to water or unsweetened tea or coffee.
- All other beverages must be consumed in the common area during lunch.
- Please do not consume energy drinks at school.
- Food must be in a resealable container.
- Snack foods must be consumed in the common area during lunch.
- All containers containing food must be cleaned up daily. If food is consumed at desks; desks must be wiped down and vacuumed under by student daily.

## EQUIPMENT CHECKOUT

Students wishing to check out equipment for use in completion of projects are required to use the checkout form provided by the Technology Team. Students will be required to have a signed parent permission form (included in the admission packet) in order to check materials out. Students and parents will be liable for damage to any

equipment in their possession. Some equipment will need advisor approval prior to checkout.

## **CLOTHING STANDARDS**

CHOICE Technical Academy encourages students to dress appropriately for school activities and in keeping with community standards and academic priorities. As we prepare students for careers we ask that students and parents reflect on the image a student wishes to reflect.

We bring the community into our school and encourage students to make connections. You never know when a simple day of school can become a job or internship interview. Students at CHOICE ask that students represent our community well in your clothing. When clothing has a negative impact on our community students will be asked to cover the clothing up.

Inappropriate clothing includes, but is not limited to, the following:

1. Clothing which bears a message that is lewd, vulgar, or obscene.
2. Apparel promoting products or activities that are illegal for use by minors.
3. Objectionable emblems, signs, words, objects, or pictures on clothing communicating a message that may be interpreted as racist, sexist, or otherwise derogatory, or which connotes gang membership.
4. Clothing that does not adequately fit or cover the body, such as excessive midriff, excessive cleavage, lack of coverage on legs or sagging pants, shorts, dresses and skirts.

*It is not the intention of this policy to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane or distracting to the academic environment as determined by CHOICE staff.*

### **Field Trip Dress Code:**

While our dress code is flexible within our school walls we do expect students to dress within the following guidelines when we are participating in the community. We expect students to dress according to standards developed by the field trip leader so that dress is appropriate to the activity. The following are general expectations for field trips:

- Wear clean and appropriate clothing as you would wear for a job interview
- No hats or hoods
- No earbuds or headphones
- No pajamas

### **Fragrance**

Student congress requests that students do not wear excessive fragrance to school nor apply products (lotion, sprays) containing fragrance during the school day. Students may be asked to work away from the student body if fragrance is disruptive to students or staff.

## **CHOICE Discipline Plan**

CHOICE uses a restorative approach to discipline. Staff are responsible for developing a positive learning environment and student infractions are met with education and an opportunity to restore the harm that happened due to student choices and behavior. As in a traditional discipline plan responses are dictated by the specific behavior to maintain consistency.

### **Step One Behaviors**

These are behaviors that are disruptive to the community and could escalate. Behaviors that are affecting the student in a negative way also fall into this category.

**Examples:** Talking Loudly, Interrupting other's work, Sleeping, Coming late to school, Leaving messes.

**Procedure:** Check-in- Short conference between staff and student to resolve behavior. No documentation.

### **Step Two**

These are step one behaviors that have escalated or not stopped or behaviors that are causing an obvious disruption to the community. Often more than one party is involved in these behaviors.

**Examples:** Purposely disrupting work, Inappropriate Language, Arguing with students/staff, Horseplay.

**Procedure:** Check-in and then conference to resolve issue with all involved. **Documentation is completed and mailed home.**

**Consequence determined by team at conference.**

- ★ This conference may involve parents depending on student, situation, and parent wishes.

### **Step Three**

These are behaviors that make students/staff feel unsafe in the environment or Step One or Two behaviors that have not stopped or continue to escalate.

**Examples:** Excessive Horseplay, Low level fighting, Leaving the school, Bullying (first step- will become level four if it continues), Stealing, Unsafe Use of Materials and Equipment

**Procedure: Formal Conference- Consequence determined by team at conference and may include: Suspension, participation in restorative circle, acts to repair harm (fixing/replacing broken items, apologies, community service)**

- This conference will involve Parents/Guardians.
- If actions of student(s) are causing the community to feel unsafe a student may be removed from school until a conference with a resolution can be held.

### **Step Four**

These are behaviors that will seriously affect the culture and safety of our school and can result in suspension, expulsion, and involvement of Law Enforcement.

**The following behaviors will result in immediate removal from school:**

- Fighting
- Physical Attacks
- Drug possession or use
- Smoking on campus or during school events
- Illegal Actions, Harassment/Threats
- Inappropriate Physical Contact
- Bullying that has progressed past Step Three.

**Procedure:** Parents called immediately. Student is removed from school immediately and will not be able to return until a formal conference with a resolution is held and resolution has been honored. **Consequence determined by team at conference and may include:**

**Suspension, Expulsion, Participation in Restorative Circle.** Law Enforcement will be called if actions are illegal or cause harm.

## Policies

### WEAPONS

- The purpose of this policy is to assure a safe school environment for students, staff and the public. No student or non-student, including adults and visitors shall possess, use, or distribute a weapon when in a school location.
- A weapon means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury.
- This policy is not meant to interfere with instruction or the use of appropriate equipment and tools by students. Such equipment when properly possessed, used and
- stored shall not be considered in violation of the rule against the possession, use or distribution of weapons by students.
- The school takes a position of “No Tolerance” in regard to the possession, use or distribution of weapons by students. This policy will recognize the seriousness of the
- offense, consider a variety of approaches and consequences to hold the student accountable for their behavior, and take into account mitigating circumstances. The
- consequence for students possessing, using or distributing weapons may include:
  1. Immediate out-of-school suspension;
  2. Confiscation of the weapon;
  3. Immediate notification of police;
  4. Parent or guardian notification; and
  5. Recommendation to the Board Chairperson of dismissal.

Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis

## **SEARCHES**

Pursuant to Minnesota statutes, school lockers, desks, and storage units are the property of the school. At no time does the school relinquish its exclusive control of lockers, desks and storage units provided for the convenience of students. Staff members for any reason may conduct inspection of the interior of these items at any time, without notice, without student consent, and without a search warrant.

- The personal possessions of students including, but not limited to: locked filing cabinets, purses, backpacks, book bags, packages, personal and school computers, or clothing may be searched only when staff members have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules.
- Vehicles may be searched if staff has reasonable suspicion that the search will
- uncover evidence of a violation of law or school rules.
- As soon as practical after the search of a student's personal possessions, the school
- authorities must provide notice of the search to students whose items were searched unless disclosure would impede an ongoing investigation by police or staff members.
- A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to discipline in accordance with the school's
- Student Discipline Policy, which may include suspension, exclusion, or expulsion, and the student may, when appropriate, be referred to legal authorities.

## **DRUG, TOBACCO OR ALCOHOL USE**

Drug, tobacco (including smokeless/chew and electronic devices) and alcohol use are prohibited in all CHOICE Technical Academy buildings, grounds and transportation. If a staff member should have reasonable suspicion of use or possession of alcohol, tobacco or other drugs:

1. the student will be communicated with
2. the parents/ guardians will be notified requesting that the student be removed
3. immediately
4. law enforcement may be notified
5. a ten-day suspension may be administered with the recommendation that a drug test (urine analysis) be administered (at the school's expense). A negative test would allow the student to return to school immediately. A positive test would result in a recommendation that the student undergo an assessment, and to follow the recommendations of that assessment

## **CODE OF STUDENT CONDUCT**

***from Minnesota School Boards Association***

The staff at CHOICE Technical Academy believes that all students have the right to discuss infractions related to their conduct. Students will have the option to participate in restorative/peace keeping circles to seek solutions through dialogue and discussion or resort to the following traditional methods.

A student causing a rule infraction **may** be disciplined or dismissed on any of the following grounds:

1. Willful violation of any reasonable school board regulation
2. Willful conduct that significantly disrupts the rights of others to an education
3. Willful conduct that endangers the pupil or other pupils, or surrounding persons, or the property of the school.

Student discipline problems will be dealt with on a case by case basis. Student discipline procedures may include but are not limited to: restorative circles, conferencing, removal from class/setting, police contact, suspension, exclusion, or expulsion. Notification of any violation of this policy and resulting disciplinary action shall be as provided by the Fair Pupil Dismissal Act or other applicable law.

Students may be disciplined for off campus conduct which disrupts, interferes, or otherwise affects the environment, activities, or operation of the school.

Eligibility for participation in extracurricular activities may be limited by academic standing, disciplinary matters, or enrollment status. If you have questions about eligibility for participation contact an advisor. The bottom line is if you are not performing as a responsible young adult, you may lose privileges.

Teachers/staff may use reasonable force to restrain or correct a student.

Students may be referred by any staff member for rule infractions involving health, education, safety and respect.

### **DISCRIMINATION POLICY**

It is the policy of the School Board of Independent District No. 4217 to comply with applicable federal and state laws prohibiting discrimination to the end that no person protected by such law shall, on the grounds of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability., be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any educational program; or in employment or recruitment, consideration, or selection, thereof, whether full time or part- time, under any education program or activity operated by the district for which it received federal financial assistance.

Any student of Independent District No. 4217 who feels he/she has been discriminated against in violation of the District's non-discrimination policy may avail himself/herself of filing the grievance with a Staff member or the Human Rights Officer appointed by the TAM School Board.

### **HARASSMENT AND VIOLENCE POLICY**

It is the policy of the Independent School District No. 4217 Board of Education to maintain a learning and working environment that is free from harassment or violence including but not limited to: race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. It shall be a violation for any student or staff member of the District to harass or inflict violence upon a student or staff member through conduct or communication as defined by this policy.

Harassment constitutes any action that makes another person uncomfortable. A student will be warned to discontinue behaviors that cause another discomfort; if they should choose to continue they may face suspension. Vagrant harassment may result in immediate suspension.

CHOICE Technical Academy will act to investigate all complaints, formal or informal, verbal or written, of harassment and to discipline any student or staff member who harasses a student or staff member of Independent School District No. 4217. Complaints should be

addressed in oral or written form to any staff member or the School District's Human Rights Officer. A complete copy of Policy 413, Harassment and Violence is on file on Technical Academies of Minnesota Website.

### **CYBERBULLYING POLICY**

- All students at CHOICE Technical Academy are entitled to a safe school environment. Therefore, all types of bullying, including cyberbullying, are unacceptable.
- Cyberbullying is sending or posting harmful or cruel text and/or images using the internet or other digital communication devices. This generally occurs through the use of computers, cellular telephones and/or websites (e.g. Snapchat, Facebook, and other social media sites).
- Cyberbullying often occurs outside normal school hours, however, it is detrimental to school climate and can adversely affect student learning. Anyone who engages in cyberbullying is considered to be in violation of this policy and shall be subject to appropriate disciplinary actions. This could include, but is not limited to, the loss of Internet/computer privileges.

### **HAZING PROHIBITION POLICY**

“Hazing” means committing an act against a student, or coercing a student to commit an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose.

The term hazing includes, but is not limited to:

- any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
- Any type of physical activity such as sleep deprivation, exposure to weather confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation that adversely affects the mental health or dignity of the student or discourages the student from remaining in the school.
- Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations. Any person who believes he or she has been a victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an advisor, who is the appropriate school district official designated by this policy.

Upon receipt of a complaint or report of hazing, ISD 4217 shall investigate the report and take proper action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, or discharge. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the



requirements of applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act, school district policies and regulations.

**ISD 4217 will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or any other employee who retaliates against any person who makes a report of alleged hazing or testifies, assists, or participates in an investigation or hearing related to such hazing.**

#### **DISTRIBUTION/DISPLAY OF NONSCHOOL-SPONSORED MATERIALS ON SCHOOL PREMISES BY STUDENTS AND EMPLOYEES**

The purpose of this policy is to protect the exercise of students' and employees' free speech rights, taking into consideration the educational objectives and responsibilities of the school. The school recognizes that students and employees have the right to express themselves on school property. This protection includes the right to distribute, at a reasonable time and place and in a reasonable manner, nonschool-sponsored material.

- A. Students and staff have the right to distribute, at reasonable times and places as set forth in this policy, and in a reasonable manner, nonschool-sponsored material.
- B. Requests for distribution of nonschool-sponsored material will be reviewed by the staff on a case-by-case basis. Material that is determined to not represent the students' best educational interests will be denied. Refer to the full TAM School Board Policy # 502.

#### **PLEDGE OF ALLEGIANCE**

CHOICE Technical Academy supports the state policy of reciting the pledge of allegiance. Students will be invited to recite the pledge on Monday. Anyone who does not wish to participate in reciting the pledge of allegiance for any personal reasons may elect not to do so, and students must respect another person's right to make either choice.

#### **SCHOOL SPONSORED STUDENT PUBLICATIONS**

The purpose of this policy is to protect students' rights to free speech in production of official school publications while at the same time balancing the school's role in supervising student publications and the operation of public schools.

- Students who believe their right to free expression has been unreasonably restricted in an official student publication may seek review of the decision by the Board Chairperson. The Board Chairperson shall issue a decision no later than five (5) school days after review is requested.
- Students producing official school publications shall be under the supervision of a staff member and staff team. Official publications shall be subject to the guidelines set forth below:  
**Expression in an official school publication is prohibited when the material:**
  - Is obscene to minors
  - Is libelous or slanderous
  - Advertises or promotes any product or service not permitted for minors by law
  - Encourages students to commit illegal acts or violate school regulations or substantially disrupts the orderly operation of school or school activities.

- Expresses or advocates sexual, racial or religious harassment or violence or prejudice
- Is distributed or displayed in violation of time, place and manner regulations

**Students who violate the provisions of this policy shall be subject to disciplinary action as appropriate.**

### **COMPLAINT POLICY**

The school takes seriously all concerns or complaints by students, staff, parents or other persons. The following procedure may be used.

- A) Students, parents, staff or other persons, may report concerns or complaints to the school. While written reports are encouraged, a complaint may be made orally. Any staff member receiving a complaint shall advise the appropriate staff team (Personnel, Transportation, Special Education, Technology, Finance, Assessment) of the receipt of the complaint. The staff team shall make an initial determination as to the seriousness of the complaint and whether the matter should be referred to the Board Chairperson. A person may file a complaint at any level of the school; i.e. staff, staff team, or the School Board. However, persons are encouraged to file a complaint at the building level when appropriate.
- B) Depending on the nature or the seriousness of the complaint, the staff team member receiving the complaint shall determine the nature and scope of the investigation or follow up procedures. If the complaint involves serious allegations, the matter shall promptly be referred to the Board Chairperson who shall determine the nature and the scope of the investigation and designate the person responsible for the investigation or follow up relating to the complaint. The designated investigator shall ascertain details concerning the status or outcome of the matter.
- C) The appropriate Board Chairperson shall respond in writing to the complaining party concerning the outcome of the investigation or follow up, including any action appropriate or corrective measure that was taken. The Board Chairperson shall be notified on the correspondence and consulted in advance of the written response when appropriate. The response to the complaining party shall be consistent with the rights of others pursuant to the applicable provisions of Minn, Stat. Ch. 13 or other law.

### **PROTECTION AND PRIVACY OF PUPIL RECORDS**

Independent School District No. 4217 gives notice to parents of students currently in attendance in CHOICE Technical Academy, of their rights regarding pupil records.

Parents and eligible students are hereby informed that they have the following rights:

- That parent or eligible student has a right to inspect and review the student's education records;
- That the parent or eligible student has a right to request the amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
- That the parent or eligible student has a right to deny consent to disclosures of
- personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated there under authorized disclosures without consent;

- That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of 20 U.S.C.1232g, and the rules promulgated there under;
- That the parent or eligible student has a right to obtain a copy of the school's policy regarding the protection and privacy of pupil records; and
- Those copies of the school's policy regarding the protection and privacy of school records are located in the CHOICE Technical Academy Building.

Independent School District No. 4217 has adopted a school board policy in order to comply with state and federal laws regarding education records. The policy does the following:

- It classifies records as public, private or confidential.
- It establishes procedures and regulations to permit parents or students to inspect and review a student's education records. These procedures include the method of determining fees for copies, a listing of the locations of these education records, and the identity of the individuals in charge of the records.
- It establishes procedures and regulations to allow parents or students to request the amendment of a student's education records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
- It establishes procedures and regulations for access to and disclosure of education records.
- It establishes procedures and regulations for safeguarding the privacy of education records and for obtaining prior written consent of the parent or student when required prior to disclosure.

**"Directory information"** may be included in a student directory and may include the following information relating to a student: the student's name; address; telephone number; date and place of birth; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; the most recent educational agency or institution attended by the student; and other similar information. "Directory information" does not include identifying information on a student's religion, race, color, social position or nationality.

The information listed above shall be public information that the school may disclose from the education records of a student. Should the parent of a student or the student so desire, any or all of the listed information will not be disclosed without the parent's or eligible student's prior written consent, except to school officials as provided under federal law. In order to make any or all of the directory information listed above "private," the parent or eligible student must make a written request to the student's advisor within thirty (30) days of receiving this information.

### **CRISIS PLAN/EMERGENCIES**

The CHOICE Technical Academy School Board adopted a Crisis Plan, which is on file at CHOICE Technical Academy. If a crisis should occur, the advisors as soon as feasibly possible will contact parents. If students are evacuated from the building, they will meet with advisors at the Pillsbury Campus Gym and attendance will be taken. . All students will be expected to stay with the group for safety and security purposes.

## 524 INTERNET ACCEPTABLE USE AND SAFETY POLICY

### I. PURPOSE

The purpose of this policy is to set forth policies and guidelines for access to the school computer system and acceptable and safe use of the Internet, including electronic communications.

### II. GENERAL STATEMENT OF POLICY

In making decisions regarding student and employee access to the school computer system and the Internet, including electronic communications, the school considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while communicating and publishing with people around the world. The school expects that faculty will blend thoughtful use of the school computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

### III. LIMITED EDUCATIONAL PURPOSE

The school is providing students and employees with access to the school computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the school's system to further educational and personal goals consistent with the mission of the school and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

### IV. USE OF SYSTEM IS A PRIVILEGE

**Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school policies, including suspension, expulsion, exclusion or termination of employment; or civil or criminal liability under other applicable laws.**

### V. UNACCEPTABLE USES

- A. The following uses of the school system and Internet resources or accounts are considered unacceptable:

1. Users will not use the school system to access, review, upload, download, store, print, post, receive, transmit or distribute:
  - a. content harmful to minors such as pornographic, obscene or sexually explicit material
  - b. information or materials that could cause damage or danger to others including that which is,  
  
abusive, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful,
  - c. materials that use language or images that are inappropriate in the education setting or disruptive to the learning environment
  - d. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
2. Users will not use the school system to knowingly or recklessly post, transmit or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
3. Users will not use the school system to engage in any illegal act or violate any local, state or federal statute or law.
4. Users will not use the school system to vandalize, damage or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means, will not tamper with, modify or change the school system software, hardware or wiring or take any action to violate the school's security system, and will not use the school system in such a way as to disrupt the use of the system by other users.
5. Users will not use the school system to gain unauthorized access to information resources or to access another person's materials, information or files without the implied or direct permission of that person.
6. Users will not use the school system to post personally identifiable information about other persons including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs or other information that would make the individual's identity easily traceable, and will not repost a message that

was sent to the user privately without permission of the person who sent the message.

a. This paragraph does not prohibit the posting of employee contact information on school webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).

b. Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:

(1) such information is classified by the school as directory information, and verification is made that the school has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515; or

(2) such information is not classified by the school as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515.

7. Users must keep all account information and passwords on file with the designated school official. Users will not attempt to gain unauthorized access to the school system or any other system through the school system, attempt to log in through another person's account, or use computer accounts, access codes or network identification other than those assigned to the user. Messages and records on the school system may not be encrypted without the permission of appropriate school authorities.

8. Users will not use the school system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.

9. Users will not use the school system for conducting business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the school. Users will not use the school system to offer or

provide goods or services or for product advertisement. Users will not use the school system to purchase goods or services for personal use without authorization from the appropriate school official. Exceptions to this policy include:

(1) advertisements that appear on free online tools and applications such as Wikispaces, Edublogger, or Google as a way the hosting company funds its service and keeps it free for its users so long as those adds do not violate policy 524.V.A.1.

(2) school-sponsored fundraisers.

10. CHOICE encourages the use of social media technologies to enhance communication, collaboration, and information exchange in support of our school's mission.

Definitions. "Social media" and "Web 2.0" are umbrella terms that refer to websites that allow users to both read and publish content. Content may range from text, images, video, audio, shared links, or data. These include but are not limited to blogs, wikis, social bookmarking, social networking, microblogging, image sharing, video sharing, and virtual worlds. Students and staff participating in social media and social networking websites must follow the following code of conduct guidelines:

**(1) Use a disclaimer.** Employees must include a disclaimer on their personal blog and other social sites in which they state that opinions are theirs alone and not their employer's. An example: "The opinions expressed on this Web site are my own and do not necessarily represent those of CHOICE Technical Academy."

**(2) Don't share secrets.** Be careful not to disclose sensitive or proprietary information, including financial details or any other internal matter. Disclosing private information about specific students, staff, or any other person affiliated with the school is also a violation.

**(3) Be yourself.** If you're posting about matters related to your employer, be candid about who you are and who you work for. Although some bloggers post anonymously, it's recommended that you use your real name on social media sites and are up front about your professional role.

**(4) Respect copyright.** Understanding copyright and fair use laws with regard to republishing protected content and referencing sources is your responsibility. It's customary in the blogosphere to cite sources by linking

to them within blog posts, and it's recommended that you do so.

**(5) Follow acceptable use policy.** Be aware that all existing policies and employee behavior guidelines extend to the online arena as well as the workplace. Policies regarding acceptable and unacceptable use (V.A.1-C.A.10) apply when using social media sites for school-related activities and using the school network to access these web sites.

**(6) Use good judgment.** Think about the type of image that you want to convey on behalf of the school when you're posting to social networks and social media sites. Remember that what you post will be viewed and archived permanently online once you hit the "publish" button. On sites where you publicize your school affiliation, make sure that your profile adheres to established criteria.

11. Use of networks not owned and maintained by the school, such as those provided by cell phone companies and other accessible wifi networks whose signals originate off-campus, are subject to the same acceptable use policies when accessed at school. Users accessing these networks while at school or for school purposes must abide by these policies while using the internet to search for content, communicate with others, or publish content.

B. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school premises also may be in violation of this policy as well as other school policies. Examples of such violations are, but are not limited to, situations where the school system is compromised or if a school employee or student is negatively impacted. If the school receives a report of an unacceptable use originating from a non-school computer or resource, the school may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school computer system and the Internet and discipline under other appropriate school policies, including suspension, expulsion, exclusion, or termination of employment.

C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school official. In the case of a school employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school employee, the building administrator.



## **VI. FILTER**

A. With respect to any of its computers with Internet access, the School will monitor the online activities of minors and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:

1. Obscene;
2. Child pornography; or
3. Harmful to minors.

B. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

C. An administrator, supervisor or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.

## **VII. CONSISTENCY WITH OTHER SCHOOL POLICIES**

Use of the school computer system and use of the Internet shall be consistent with school policies and the mission of the school.

## **VIII. LIMITED EXPECTATION OF PRIVACY**

A. By authorizing use of the school system, the school does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school system.

B. Routine maintenance and monitoring of the school system may lead to a discovery that a user has violated this policy, another school policy, or the law.

C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school policy.

D. Parents have the right at any time to investigate or review the contents of their child's files and e-mail files. Parents have the right to request the termination of their child's individual account at any time.

E. School employees should be aware that the school retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school employees should be aware that data and other materials in files maintained on the school system may be subject to review, disclosure or discovery under Minn. Stat. Ch. 13 ( the Minnesota Government Data Practices Act).

F. The school will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school policies conducted through the school system.

#### **IX. INTERNET USE AGREEMENT**

A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents and employees of the school.

B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.

C. The Internet Use Agreement form for students must be read and signed by the user, the parent or guardian, and the supervising teacher. The Internet Use Agreement form for employees must be signed by the employee. The form must then be filed at the school office. As supervising teachers change, the agreement signed by the new teacher shall be attached to the original agreement.

#### **X. LIMITATION ON SCHOOL LIABILITY**

Use of the school system is at the user's own risk. The system is provided on an "as is, as available" basis. The school will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on school diskettes, tapes, hard drives or servers, or for delays or changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The school is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school system. The school will not be responsible for financial obligations arising through unauthorized use of the school system or the Internet.

#### **XI. USER NOTIFICATION**

- A. All users shall be notified of the school policies relating to Internet use.
- B. This notification shall include the following:

1. Notification that Internet use is subject to compliance with school policies.
2. Disclaimers limiting the school's liability relative to:
  - a. Information stored on school diskettes, hard drives or servers.
  - b. Information retrieved through school computers, networks or online resources.
  - c. Personal property used to access school computers, networks or online resources.
  - d. Unauthorized financial obligations resulting from use of school resources/accounts to access the Internet.
3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
4. Notification that, even though the school may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.
6. Notification that the collection, creation, reception, maintenance and dissemination of data via the Internet, including electronic communications, is governed by Policy 406, Public and Private Personnel Data, and Policy 515, Protection and Privacy of Pupil Records.
7. Notification that, should the user violate the school's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
8. Notification that all provisions of the acceptable use policy are subordinate to local, state and federal laws.

## **XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE**

A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies and other possibly offensive media. Parents are responsible for monitoring their student's use of the school system and of the

Internet if the student is accessing the school system from home or a remote location.

B. Parents will be notified that their students will be using school resources/accounts to access the Internet and that the school will provide parents the option to request alternative activities not requiring Internet access. This notification should include:

1. A copy of the user notification form provided to the student user.
2. A description of parent/guardian responsibilities.
3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
4. A statement that the Internet Use Agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to use by the student.
5. A statement that the school's acceptable use policy is available for parental review.

### **XIII. IMPLEMENTATION; POLICY REVIEW**

A. The school administration may develop appropriate user notification forms, guidelines and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines, forms and procedures shall be an addendum to this policy.

B. The administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.

C. The school Internet policies and procedures are available for review by all parents, guardians, staff and members of the community.

D. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.

#### ***Legal References:***

- 15 U.S.C. § 6501 *et seq.* (Children's Online Privacy Protection Act)
- 17 U.S.C. § 101 *et seq.* (Copyrights)
- 20 U.S.C. § 6751 *et seq.* (Enhancing Education through Technology Act of 2001)
- 47 U.S.C. § 254 (Children's Internet Protection Act of 2000 (CIPA))
- 47 C.F.R. § 54.520 (FCC rules implementing CIPA)
- Minn. Stat. § 125B.15 (Internet Access for Students)
- Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)

*Tinker v. Des Moines Indep. Cmty. Sch. Dist.*, 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)  
*United States v. American Library Association*, 539 U.S. 194, 123 S.Ct. 2297, 56 L.Ed.2d 221 (2003)  
*Layshock v. Hermitage Sch. Dist.*, 412 F.Supp. 2d 502 (2006)  
*J.S. v. Bethlehem Area Sch. Dist.*, 807 A.2d 847 (Pa. 2002)

**Cross References:** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School Employees)  
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)  
MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)  
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)  
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)  
MSBA/MASA Model Policy 603 (Curriculum Development)  
MSBA/MASA Model Policy 604 (Instructional Curriculum)  
MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)  
MSBA/MASA Model Policy 806 (Crisis Management Policy)  
MSBA/MASA Model Policy 904 (Distribution of Materials on School Property by Nonschool Persons)

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## Laptop Policy

**1. Checkout and Return of Equipment** Each student will be issued a personal computing device at the beginning of the school year for academic use. Laptops issued to students remain the property of CHOICE. Student laptops must be returned to CHOICE before the end of the school year. All data including pictures, videos, and documents that the student wishes to keep must be backed up to a personal storage device on or before this date.

### ***Damage or Loss of Equipment***

**2.1 Responsibility for Damage:** the student is responsible for maintaining a 100% working Computer at all times. The student shall use reasonable care to ensure that the Computer is not damaged. In the event of damage, not covered by the warranty, the student and parent will be billed a fee for the **full cost of repair or replacement.**

CHOICE reserves the right to charge the student and parent the full cost for repair or replacement when damage occurs due to gross negligence as determined by school staff.

Examples of gross negligence include, but are not limited to:

- Leaving equipment unattended and unlocked. This includes damage or loss resulting from an unattended and unlocked laptop while at school. (See the *Standards for Proper Care* document for definitions of “attended,” “unattended,” and “locked.”)
- Lending equipment to others other than one’s parents/guardians.
- Using equipment in an unsafe environment.

- Using the equipment in an unsafe manner. (See the *Standards for Proper Care* document for guidelines of proper use).

**2.2 Responsibility for Loss:** In the event the computer is lost or stolen, the student and parent may be billed the full cost of replacement.

**2.3 Actions Required in the Event of Damage or Loss:** Report the problem immediately to the Technology Coordinator. If the Computer is stolen or vandalized while not at CHOICE or at a CHOICE sponsored event, the student or parent shall file a police report.

### **3 STANDARDS FOR PROPER COMPUTER CARE**

This document is an important addendum to the student *Laptop Program Acknowledgement Form*. Read it carefully prior to signing. You are expected to follow all the specific guidelines listed in this document and take any additional common sense precautions to protect your assigned Computer.

**Loss or damage resulting in failure to abide by the details below may result in full financial responsibility.**

#### **Your Responsibilities:**

- Bring the computer and charging unit to CHOICE during every school day. (If you forget them, substitutes will NOT be provided.)
- Keep the computer either secured (i.e., home or other secure place where others do not have access) or attended (with you or within your sight) at all times. Keep the computer stored in a secure place (i.e., locked in the locker room or other suitable place) when you cannot directly monitor it. Store the computer in a secure place assigned by your adviser and arrange to return to school to retrieve it after the activity. Laptops left in bags and backpacks, or in unattended classrooms are considered “unattended” and may be confiscated by school personnel as a protection against theft. Unattended and unlocked equipment, if stolen – even at school – will be your full financial responsibility.
- Avoid use in situations that are conducive to loss or damage. For example, never leave computers in school vans, in the gym, in a locker room, on playing fields or in other areas where it could be damaged or stolen. Avoid storing the computer in a car other than in a locked trunk.

#### ***Avoid leaving the Computer in environments with excessively hot or cold temperatures.***

- Do not let anyone use the computer other than your parents or guardians. Loss or damage that occurs when anyone else is using your assigned computer will be your full responsibility.
- Adhere to CHOICE School’s Computer Use Policy at all times and in all locations. When in doubt about acceptable use, ask the Technology Coordinator or adviser.
- Backup your data. Never consider any electronic information safe when stored on only one device.
- Read and follow general maintenance alerts from school technology personnel.

- **To avoid possible theft, when carrying your computer to and from school keep it in a backpack or other enclosed bag.**